



**TOWN OF WESTMINSTER
PUBLIC SAFETY BUILDING COMMITTEE
WEDNESDAY, FEBRUARY 24, 6:00PM
MEETING MINUTES**

- Call to order
 - *DAVID TURCOTTE CALLED THE MEETING TO ORDER AT 6:12PM. PRESENT WERE- CHIEF LEBLANC, MARK HAWKE, VON SALMI, KERRY KOSKINEN, CHIEF BUTTERFIELD, DAVID MONTY, LISA ROCHELEAU, CHRIS MOSSMAN, KEITH HARDING; ABSENT: PAUL BLANCHARD, JIM DELISLE,*
 - *CONSULTANTS: MATT SALAD, TECTON; JEFF MCELRAVY, TECTON; TONY DiLUZIO, COLLIERS*
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- Previous meeting minutes approval
 - *D TURCOTTE PRESENTED THE MEETING MINUTES FROM JANUARY 14, 2021, M. HAWKE MOTION TO ACCEPT THE MINUTES OF JANUARY 14, 2021 AS PRESENTED. C. MOSSMAN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY*
- Colliers discussion regarding next steps based on Hager Park site selection
 - *COLLIERS PRESENTED A SCHEDULE OF ACTIVITIES FOR THE NEXT FEW MONTHS THAT WOULD DEMONSTRATE THE TASKS REQUIRED FOR EVALUATING THE PROGRAMMING FOR POLICE AND FIRE DEPARTMENT ALONG WITH ASSESSMENT OF THE PHYSICAL SITE. THE COMMITTEE UNDERSTOOD AND AGREED WITH THE ACTIVITIES AND HAD MINOR DISCUSSION AND NO RECOMMENDED EDITS.*
- Discussion on Tecton Architects Additional Service proposal for Hager Park Concept design package.
 - *D. TURCOTTE PRESENTED AND DESCRIBED TECTON'S PROPOSAL FOR REVISING THE PROGRAMMING FOR HAGER PARK SITE TO ONLY ACCOMMODATE POLICE AT THIS TIME. ANY PROPOSED LAYOUT WOULD BE DESIGNED IN SUCH A WAY TO ACCOMMODATE FUTURE FIRE BUILD OUT. THE PARK GROUP ALSO REQUESTED THAT THE SITE BE DESIGNED IN A MANNER THAT WOULD MAINTAIN WALKING TRAIL ACCESS AND PROVIDE FOR 6-8 PARKING SPACES FOR PUBLIC ACCESS. TECTON REPRESENTATIVES DESCRIBED THE PROCESS OF MEETING WITH THE POLICE AND FIRE DEPARTMENTS TO EVALUATE THE PROGRAMMING. TECTON WILL SCHEDULE MEETING OVER THE NEXT COUPLE OF WEEKS TO REVIEW SPACE NEEDS FROM PREVIOUS STUDY.*
 - *CHIEF BUTTERFIELD ADVISED THAT SHOULD THE POLICE MOVE OUT THERE WOULD BE SOME USEABLE SPACE MADE AVAILABLE BUT THIS FACILITY WILL NOT*

SUPPORT THE FIRE SERVICES MORE THAN 5-10 YEARS WITHOUT MAJOR UPGRADES TO THE BUILDINGS MEP AND INFRASTRUCTURE SYSTEMS.

- **K. HARDING ADVISED THAT THE DESIGNER SHOULD TARGET A POLICE FACILITY OF \$6.5M-\$7.0M DOLLARS AND BACK THOSE FIGURES INTO A PROPOSED SQUARE FOOTAGE. FOR FIRE SERVICES IN THE EXISTING BUILDING THOSE MODIFICATION SHOULD BE TARGET TO ABOUT \$3.0M AND THAT FIGURE WILL NEED TO BE SPENT OVER A NUMBER OF YEARS YET TO BE DETERMINED.**
- **L. ROCHELEAU CONFIRMED K. HARDING'S COMMENTS AND NOTED THAT DEFERRED MAINTENANCE REPAIRS WOULD NOT BE CONSIDERED AS MODIFICATION WHEN EVALUATING REQUIRED CODE TRIGGERS. MUCH OF THE BUILDING SHOULD BE LOOKED AT AS "REPURPOSING" AREAS VERSUS A MORE ENCOMPASSING RENOVATION PROJECT.**
- **CHIEF LEBLANC MOTION TO ACCEPT AND APPROVE THE ADDITIONAL SERVICES REQUEST FROM TECTON ARCHITECTS PENDING FUNDING AVAILABILITY. D. TURCOTTE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. WHEN THE FUNDING IS AVAILABLE THE TOWN ADMINISTRATOR WILL APPROVE THE ADDITIONAL SERVICE REQUEST.**
- Tony DiLuzio discussion regarding possible funding sources & recent Ashby PSB project approval.
 - **COLLIERS ADVISED THAT THE TOWN OF ASHBY IS CURRENTLY SEEKING A FEDERAL BACKED LOAN THROUGH THE USDA RURAL AGRICULTURE DEPT. UNLIKE CONVENTION MUNICIPAL BONDS THIS PROGRAM OFFERS A LOWER INTEREST RATE SPREAD OVER A LONGER LOAN PERIOD. THIS CAN RESULT IN LOWER PAYMENTS SHOULD THE TOWN QUALIFY. M. HAWKE ADVISED IT WAS UNLIKELY THAT WESTMINSTER WOULD QUALIFY BUT WE CAN KEEP IT ON THE AGENDA TO DISCUSS MOVING FORWARD.**
 - **M. HAWKE ADVISED THAT THE TOWN HAD BEEN AWARDED A \$60,000.00 GRANT TO STUDY THE PUBLIC SAFETY PROJECT FURTHER. THE REQUEST TO RELEASE THE FUNDS HAS BEEN SUBMITTED AND THE FUNDING SHOULD BE AVAILABLE VERY SOON.**
- Committee discussion on Site Selection document updates.
 - **COLLIERS WILL PREPARE REQUEST FOR SERVICES PROPOSALS FOR GEOTECH CONSULTING AND LAND SURVEY.**
- Committee working session for development of town Q&A and presentation brochures
 - **NO DISCUSSION**
- Set next meeting date and agenda
 - **COLLIERS TO SCHEDULE NEXT MEETING FOR MARCH 24, 2021 AT 6:00PM. IT WAS AGREED THAT THE COMMITTEE MEMBERS WOULD BE ABLE TO PARTICIPATE IN PERSON AT TOWN HALL AND THE PUBLIC WOULD BE ABLE TO PARTICIPATE VIRTUALLY.**
- Adjournment
 - **V. SALMI MOTION TO ADJOURN AT 7:08PM, SECONDED BY C. MOSSMAN**